



## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Coordinator in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **2:00 P.M. CDT TUESDAY SEPTEMBER 27, 2016** for **FIVE (5) AIR TO AIR HEAT PUMP UNITS** at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **AIR TO AIR HEAT PUMP UNITS** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
- 6.



Purchasing Department  
1500 Airport Road  
Gallatin, TN 37066

COMPANY NAME

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